

## Paying by Cheque or Draft

If you would like to make payment with a cheque or bank draft please follow these steps:

1. Your cheque or draft must be made payable to the 'University of Birmingham' and drawn on a UK clearing bank.
2. It is important that you quote your student ID number and name on the reverse of the cheque along with the category of fee for which payment is being made, as this will enable us to identify the money when it is received.

For example, if your student ID is 123456 and your name is A.N.Other:

For Tuition quote: 'T123456 A.N.Other'

For Accommodation quote: 'A123456 A.N.Other'

These are for example only - please quote YOUR STUDENT NAME and STUDENT ID NUMBER.

3. Return in person at the Student Fees Enquiry and Income Counter or by post to:

Income Section  
Finance Office  
University of Birmingham  
Edgbaston  
Birmingham B15 2TT